

Regular Meeting

July 25, 2005  
9:00 a.m.

The regular meeting of the Municipal Civil Service Commission convened on Monday, July 25, 2005, at 9:00 a.m. with Priscilla Tyson, Grady Pettigrew and Eileen Paley in attendance.

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*RE: Review and approval of the minutes from the June 27, regular meeting.*

The minutes were approved as written.

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*RE: Review of the results of the pre-hearing conferences for the following appeals:*  
*a) Shinda Prillerman vs. Columbus Public Schools, Appeal No. 05-BA-0001. Custodian II – 5 day suspension – hearing scheduled for September 19, 2005.*  
*b) Barbara Simpson vs. Columbus Public Schools, Appeal No. 04-BA-0026. Bus Driver – Discharge – hearing scheduled for September 12, 2005.*

This item was deferred.

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*RE: Rule Revisions.*

No Rule revisions were submitted this month.

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*RE: Review and approval of the 2006 Civil Service Commission Trial Board Hearing Schedule.*

A motion to approve the request was made, seconded, and passed unanimously.

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*RE: Trial Board Recommendations.*

No trial board recommendations were submitted this month.

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*RE: Columbus Public Schools Classification Actions.*

No classification actions from Columbus Public Schools were submitted this month.

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*RE: Request of the Civil Service Commission staff to impose a hiring moratorium on the specification for the classification Water Plant Attendant (Class Code 3886).*

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented the Commission's request to place a hiring moratorium on the Water Plant Attendant classification to prevent further allocations. There are currently four positions serving in this classification, which was last reviewed in September of 2002.

With the proposed creation of the Operator in Training classification, many of the responsibilities of the Water Plant Attendant will be duplicated. In addition, the new

classification would have much broader uses, along with limitations that do not exist with the Water Plant Attendant classification. The proposed moratorium would not impact the current incumbents.

A motion to approve the request was made, seconded, and passed unanimously.

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*RE: Request of the Civil Service Commission staff to create the specification for the classification Operator In Training, assign a 365-day probationary period, designate the examination type as competitive, and amend Rule XI accordingly.*

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request from the Department of Public Utilities to create an Operator In Training classification to serve as the trainee level for the Plant Operations series within water or wastewater plants. This creation would provide entry level positions for individuals with little or no related experience who want to go into the water or wastewater plant operations fields.

The definition was written to indicate the responsibility for learning to operate all areas of a water or wastewater treatment plant. The examples of work were developed to reflect duties associated with a trainee level in preparation for the next level in the series. Since this classification is designed for training purposes only, it is not intended for long-term appointments and a guidelines for class use section was included to communicate that employees assigned to this classification must successfully pass the Ohio Environmental Protection Agency's certification examination by the end of the probationary period or be terminated. The minimum qualifications are possession of a high school diploma or G.E.D. and a valid motor vehicle operator's license. The necessity to pass the State of Ohio's Public Water System Operator I or Class I Wastewater Works Operator's examination before the end of the probationary period was also included in the minimum qualifications. The knowledge, skills, and abilities consist of those desirable attributes that increase the chance of success on the job while preparing to advance onto the next level. The State of Ohio EPA certification testing is offered twice a year so the probationary period was established at 365 days giving newly hired employees two opportunities to pass the examination. It was recommended that the examination type be designated as competitive.

A motion to approve the request was made, seconded, and passed unanimously.

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*RE: Request of the Civil Service Commission staff to revise the specification for the classification Water Plant Operations Manager (Class Code 1169).*

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented the Commission's request to revise the specification for the classification Water Plant Operations Manager. This classification was reviewed as a result of the CMAA/CWA pay plan appeals related to classifications within the Water Plant Operations series. This classification was last reviewed in September of 2002 and there are currently three employees serving in the classification.

The only revision recommended was the addition of one duty to the examples of work section of the specification; to reflect the possibility of the Water Plant Operations Manager serving as the Water Plant Manager in his or her absence. No other revisions were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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*RE: Request of the Civil Service Commission staff to revise the specification for the classification Senior Procurement Specialist (Class Code 0775).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to revise the specification for the classification Senior Procurement Specialist as part of the Civil Service Commission's effort to review all classifications every five years to ensure accuracy. This classification was last reviewed in August of 2000. There are currently six incumbents serving in this classification in the Purchasing Office, Department of Finance.

The definition was revised to clarify that this classification is used specifically in the Purchasing Office. Individuals classified as Senior Procurement Specialists are distinguished as being certified purchasing professionals. The examples of work section of the specification was revised to better represent the type of work performed by a Senior Procurement Specialist. No revisions to the current minimum qualifications were recommended. Some additional knowledge, skills and abilities were proposed such as skill in using a computer and relevant software and the ability to conduct effective internet searches. No revisions to the probationary period or the examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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*RE: Request of the Civil Service Commission staff to revise the specification for the classification Procurement Manager (Class Code 0776).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to revise the specification for the classification Procurement Manager in conjunction with the review of the procurement series. Procurement Manager was last reviewed in March 2001 and there is currently one incumbent serving in this classification in the Purchasing Office, Department of Finance.

No revisions to the definition were recommended. The examples of work section of the specification was revised to better represent the type of work performed by a Procurement Manager. It was recommended that the minimum qualifications be revised to eliminate the content area for the bachelor's degree and that the experience requirement be expanded to allow individuals with experience outside of procurement but in business or public administration. Although this is atypical among managerial classes in the classified service, it is somewhat consistent among the classes that are used exclusively in the Finance Department. Some additional knowledge, skills and abilities were proposed such as the skill in using a computer and relevant software and the ability to conduct effective internet searches. It was also recommended that the level of knowledge be increased to "thorough" to show progression within the series. No revisions to the probationary period or the examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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*RE: Request of the Civil Service Commission staff to revise the specification for the classification Procurement Administrative Officer (Class Code 0777).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to revise the specification for the classification Procurement Administrative Officer in response to the Commission's objective to review all classifications every five years to ensure accuracy. This

classification was last revised in September of 2000 and there are currently two incumbents serving in the Purchasing Office, Department of Finance.

No revisions to the definition were recommended. The examples of work section of the specification was revised to better represent the type of work performed by a Procurement Administrative Officer. No revisions to the minimum qualifications were recommended. Some additional knowledge, skills and abilities were recommended such as the skill in using a computer and relevant software and the ability to conduct effective internet searches. No revisions to the probationary period or the examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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*RE: Request of the Civil Service Commission staff to revise the specification for the classification Procurement Specialist (Class Code 0789).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to revise the specification for the classification Procurement Specialist as part of the Civil Service Commission's effort to review all classifications every five years to ensure accuracy. This classification was last reviewed in 2000. There is currently one incumbent serving in this classification in the Purchasing Office, Department of Finance.

The definition was revised to clarify that this classification is the entry-level classification in the procurement series and is differentiated by the level of work performed and the minimum qualifications. The examples of work section of the specification was revised to better represent the type of work performed by a Procurement Specialist. The only revision to the minimum qualifications section was to allow a bachelor's degree, without specific coursework or major field of study identified, and the current experience requirement to qualify individuals to take the competitive examination developed for this classification. Some additional knowledge, skills and abilities statements were proposed such as the skill in using a computer and relevant software and the ability to conduct effective internet searches. No revisions to the probationary period or the examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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*RE: Residency Hearing Reviews.*

No residency hearing reviews were submitted this month.

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*RE: Personnel Actions.*

No personnel actions were submitted this month.

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*RE: Administrative/Jurisdictional Reviews.*

*Review of the appeal of Scott M. Barker regarding the denial of his Request for Review concerning the Sewer Maintenance Worker examination – Appeal Number 05-CA-0013.*

The Commissioners reversed the written recommendation submitted by the Civil Service Commission staff to dismiss Mr. Barker's appeal without a hearing.

A review of Mr. Barker’s file indicated he missed the scheduled examination for Sewer Maintenance Worker due to the serious illness of a family member. In addition, Mr. Barker failed to meet the deadline for filing a request for review asking that he be allowed to take the test at a later date. The reason for filing the request for review late was due to the death of the previously mentioned family member.

Based upon these facts, the Commissioners decided to grant his appeal and will allow him to take the Sewer Maintenance Worker examination. The Commissioners instructed Commission staff to contact Mr. Barker regarding the administration of this test.

Applicants Removed Post-Exam		
Name of Applicant	Position applied for	BAR #
Paul T. Voz	Firefighter	05-BR-059
Brent L. Walters, II	Police Officer	05-BR-063
Christopher Journey	Police Officer	05-BR-064
Andrew Hennerfeind	Police Officer	05-BR-065
Joseph Meyers	Firefighter	05-BR-066
Teresa Lynn Adkins	Police Communications Technician	05-BR-067
Franklin C. Brown	Firefighter	05-BR-068
Kisha Orsini	Police Officer	05-BR-069

After reviewing Christopher Journey’s file, the Commissioners decided his name would be reinstated to the police officer eligible list. After reviewing the files of Brent L. Walters, II, Andrew Hennerfeind, Franklin C. Brown and Kisha Orsini, the Commissioners decided their names would not be reinstated to the police officer eligible list.

After reviewing the files of Paul T. Voz and Joseph Meyers, the Commissioners decided their names would be reinstated to the firefighter eligible list.

After reviewing Teresa Lynn Adkins’ file, the Commissioners decided her name would be reinstated to the Police Communications Technician eligible list.

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The Commissioners adjourned their regular meeting at 9:35 a.m. to continue a disciplinary hearing.

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RE: *Continuation of the hearing on the merits of the appeal of Michael Graves, from the action of the Department of Public Safety, Division of Police, discharging him from the position of Police Officer – Case No. 05-CA-0003.*

Commission President Tyson reconvened this hearing and appearances and preliminary matters were handled. Two witnesses were sworn in.

Rick Wiseman – Mr. Shamansky called Rick Wiseman as his second witness. Mr. Wiseman was interviewed on direct examination by Mr. Shamansky, was cross examined by Ms. Passmore and was excused.

Police Officer John J. Kifer - Mr. Shamansky called John Kifer as his next witness. Officer Kifer was interviewed on direct examination by Mr. Shamansky, was cross examined by Ms. Passmore and excused.

Police Officer James D. Mathys - Mr. Shamansky called Jim Mathys as his next witness. Officer Mathys was sworn in by President Tyson, interviewed on direct examination by Mr. Shamansky, was cross examined by Ms. Passmore, answered questions from Commissioner Pettigrew and was excused.

Police Officer Kevin M. Morris – Mr. Shamansky called Kevin Morris as his next witness. Officer Morris was sworn in by President Tyson, interviewed on direct examination by Mr. Shamansky, was cross examined by Ms. Passmore and was excused.

A video taped interview (CPD Property Number C3003609) by Police Detective Donald Junk of Anthony D. Goode was submitted as Appellant's Exhibit #1 and was viewed by all parties at the hearing.

Police Lieutenant Jeffrey Blackwell – Mr. Shamansky called Jeffrey Blackwell as his next witness. Lieutenant Blackwell was sworn in by President Tyson, interviewed on direct examination by Mr. Shamansky, was cross examined by Ms. Passmore, interviewed on re-direct by Mr. Shamansky and on re-cross by Ms. Passmore and was excused.

Police Detective Raymond Clouse – Ms. Passmore called Raymond Clouse as a rebuttal witness. Detective Clouse was sworn in by President Tyson, was interviewed on direct examination by Ms. Passmore, answered questions from Commissioner Pettigrew and was excused.

Police Detective Donald S. Junk - Ms. Passmore called Donald Junk as her next witness. Detective Junk was sworn in by President Tyson, was interviewed on direct examination by Ms. Passmore, was cross examined by Mr. Shamansky, answered questions from Commission President Tyson and was excused.

Ms. Passmore moved that the City's Exhibits #1 through #8 be admitted and Mr. Shamansky moved that the Appellant's Exhibit #1 be admitted. There were no objections and all exhibits were entered into the record.

Ms. Passmore and Mr. Shamansky gave their closing arguments and President Tyson advised the parties the Commissioners would deliberate this matter and that a decision would be announced at the August 29, 2005, Regular Commission Meeting.

The hearing was adjourned at 1:02 p.m.

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Priscilla R. Tyson, Commission President

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August 29, 2005

Date